TAB

INSTRUCTIONS FOR COMPLETING THE POSITION-LANGUAGE CONTROL FORM

The following instructions pertain to completing the Position-Language Control Form. The first section describes the data items to be entered and when applicable, the valid codes for each data item. The second section describes some general guidelines to be followed in preparing these forms.

SECTION I - DATA ITEM DESCRIPTION

1. FROM:

    Identification of component submitting this
    request (i.e., Directorate/Office).

2. PREPARED BY:

    Name and extension of individual preparing this form.

3. LANGUAGE REQUIREMENT FOR:

    Identification of the organization component indicated
    to the level of which the unit 'recap' is to be shown.
    (i.e., Directorate, Office, Division, Branch, etc)

4. ADD, CHANGE OR DELETE

    A code representing the type of action to be taken.

        'A' indicates ADD
        'C' indicates CHANGE
        'D' indicates DELETE

5. TYPE

    A code denoting the type of language requirement.

        'G' indicates GENERAL
        'S' indicates SPECIFIC

6. NUMBER REQUIRED

    A numeric denoting the number of incumbents required
    to satisfy the language requirement.

7. <u>LANGUAGE CODE</u>

A code representing the language contained in the requirement.

8. <u>AND/OR</u>

A code denoting the existence of a 'and/or' condition. To be used <u>only</u> when more than one language is specified as part of the requirement.

EXAMPLE:

Requirement calls for:

French <u>and</u> German

or:

Spanish <u>or</u> Italian

9. <u>LANGUAGE CLEAR TEXT</u>

A clear text description of the language contained in the requirement.

10. <u>READING</u>

A code representing the required reading proficiency level.

N	indicates	NATIVE
H	"	HIGH
I	"	INTERMEDIATE
E	"	ELEMENTARY
S	"	SLIGHT

11. <u>WRITING</u>

A code representing the required writing proficiency level.

N	indicates	NATIVE
H	"	HIGH
I	"	INTERMEDIATE
E	"	ELEMENTARY
S	"	SLIGHT

12. SPEAKING

A code representing the required speaking proficiency level.

N	indicates	NATIVE
H	"	HIGH
I	"	INTERMEDIATE
E	"	ELEMENTARY
S	"	SLIGHT

13. POSITION NUMBER

A code representing the position number of the position to which a language requirement is being levied.

14. POSITION TITLE

The title of the position to which a language requirement is being levied.

15. MINIMUM REQUIREMENT

A numeric representing the minimum number of people required to satisfy the language requirements of the unit.

TO: PMCD/OP (ROOM 405, MAG. BLDG

FROM: (1)

PREPARED BY: (2)

LANGUAGE REQUIREMENTS FOR:

(3)

PAGE ____ OF ____

DATE ____

APPROVED

LANGUAGE DESIGNATED POSITIONS

ADD, CHANGE DELETE	TYPE G - S	NUMBER REQUIRED	LANG CODE	AND/ OR	LANGUAGE CLEAR TEXT	PROFICIENCY REQ.			POSITION NUMBER	POSITION TITLE
						READ	WRITE	SPEAK		
(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

LANGUAGE RECAP

REMARKS:

MINIMUM NUMBER OF PERSON... TOTAL REQUIREMENT